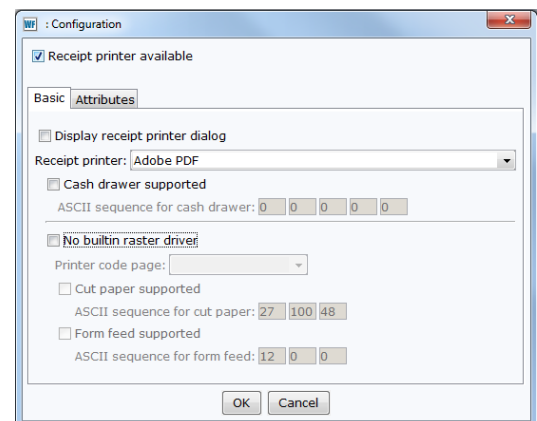




# Set up a Receipt Printer in WorkFlows

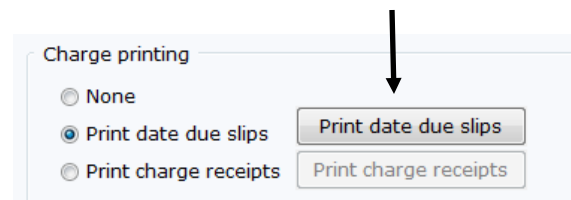
1. In the Menu Bar, open the **Preference** drop down, hover over **Peripherals**, and select **Receipt Printer...**
2. Check the **Receipt Printer Available** box at the top of this popup.
3. "Display receipt printer dialog" can be on or off according to your preferences. If it is on, WorkFlows will **ask** if you want a receipt after every action that prompts a receipt. If you **always** want a receipt printed, turn this off to reduce the number of steps needed to complete a process. If you only want receipts sometimes, you can leave this on.
4. In the drop down field, select your receipt printer.
5. "No built in raster driver" - Checked means things start printing as soon as you start scanning, so as you check out to a user, the printer will start printing each item as you check them out. Unchecked means the printer will only print the receipt at the end of the entire transaction (when you close the wizard or choose to checkout to another user).
  - ◆ If you choose to have this box checked, you will want to click "Form feed supported".
  - ◆ If you are having problems with how much space is automatically added between items and users on your receipts, you can look up these ASCII numbers in Google and try adjusting them. These will be different based on the model of your printer.

**All these setting are individualized on each computer, so they can be set differently according to the main functions of each workstation.**



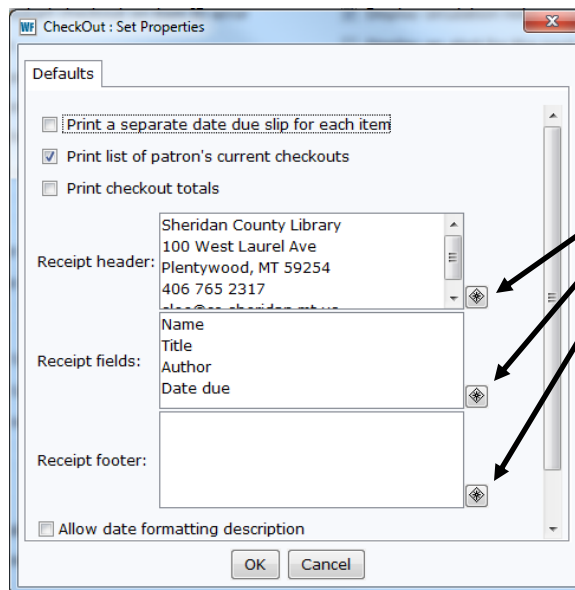
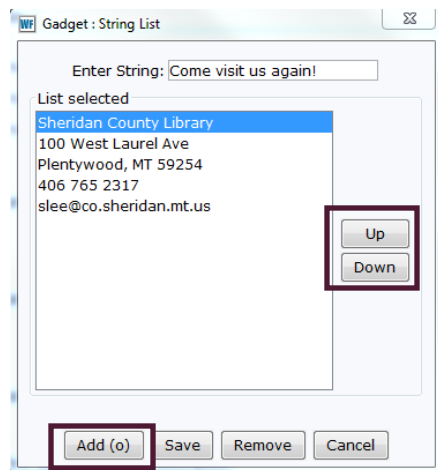
## To change the message on your receipts:

- ◆ The message must be set/changed on each computer individually.
  - ◆ You must change the message in THREE places (on each computer): **CheckOut** preferences, **Renew Item** preferences, and **Renew User** preferences.
1. Right click on **CheckOut** and open the properties.
  2. In the Behavior tab, there is a Charge printing box. You should have "Print date due slips" or "Print charge receipts" checked, depending on your library's setup (most libraries use "Print date due slips"). Next to the checked option, the "Print date due slips" or "Print charge receipts" button should be active. Click on that active button.



(MORE ON NEXT PAGE)

3. You can now see your current receipt header, fields, and footer in the popup. You must use the gadget to the right of each box to make changes to these fields.
4. Each line is called a "String" and must be added separately and then moved up or down to your desired location.



5. Click Save when you are done.
6. Repeat all of these steps for Renew User and Renew Item on each computer you use for checkouts/renewals.

## Show book prices on receipts (how much money patrons saved by using the library)

1. Open the **Checkout** properties and scroll down to the Charge Printing section (in the Behavior tab).
2. Click on the "Print date due slips" button.
3. In the Receipt fields box (the second box down), use the gadget to choose what you want on your receipt. Choose Price to add the price of books.
4. In the receipt footer, use the gadget to say something about how much money the patron saved by using the library.
5. Then save the changes and restart WorkFlows to make the changes permanent.
6. Remember that you have to do this on **each computer** that you use for checkouts.

★ The book prices come from the prices of the book you have set in WorkFlows. So if a book does not have a price in WorkFlows, this will show up as zero.

